

JOURNAL ENTRIES

POLICIES, PROCEDURES AND CONTROLS

Policy: To make corrections to general ledger entries in a way that will maintain the integrity of the general ledgers accounts.

- A- Journal entries are made by the Finance Manager or the GL Accountant**
 - 1- Journal entry is entered into the accounting system**
 - 2- Register is printed and signed by the preparer**
 - 3- Backup documents are attached to the register**
 - 4- If the Finance Manager prepares the journal entry, the GL Accountant reviews and posts the journal entry**
 - 5- If the GL Accountant prepares the journal entry, the Finance Manager reviews and posts the journal entry**
- B- Journal entry register and documents are filed in numerical order by the GL Accountant and retained for audit purposes**